

**Privacy Notice  
Durham County Council  
Resources  
Human Resources**

**1. Who we are and what we do**

|  |   |
|--|---|
| <i>Durham County Council<br/>Resources</i> | <i>Durham County Council<br/>Resources</i>    |
| <i>Finance and Transactional Services</i>  | <i>People &amp; Talent Management</i>         |
| <i>HR Operations and Data</i>              | <i>HR – OD/WFD and Advice and<br/>Support</i> |

*For the purposes of Data Protection, Durham County Council is the Data Controller for your information.*

**What we do**

Durham County Council HR Operations and Data team and People and Talent Management Team provide you, the employee, with advice and support regarding all activities pertaining to your employment which may include:

- Recruitment documentation and process;
- New starter paperwork (including pre-employment checks);
- Salary (payments and deductions);
- Contract of employment (or variations to);
- Absence (including sickness, maternity, paternity and many other types of leave);
- Performance Management (including appraisal, supervision, attendance management, disciplinary and capability);
- Liaison with relevant third parties (such as HMRC, Pensions (eg, LGPS), statutory returns, DBS, HCPC, relevant professional bodies);
- Disciplinary, Grievance, Redundancies, Restructures, TUPE and other applicable documentation and processes associated with your contract of employment;
- Training;
- Leavers from the Authority.

**2. What type of personal information do we collect and how do we collect it?**

*We collect the following personal information about you:*

- Information required to meet our organisation and statutory obligations to you as your employer such as;
  - This includes (but is not limited to):- personal details, bank details, health information, maternity/paternity information, contact details, financial information supervision and appraisal information, training records, performance management information

*We collect information about you in the following ways:*

- Application forms
- Paper forms;
- Online information;
- Communication with yourself (telephone, in person, written)
- Information received from a third party (e.g. your manager, referees, other government agencies)

### **3. What is our power to obtain and use the personal data?**

To provide the services of a Human Resources team to you we process your data pursuant to your contract of employment and your legal obligations as your employer.

#### **Special Category Data**

*When we collect special category personal information we rely on one of the following:*

- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;

### **4. What is your personal information used for?**

*The team collects and processes information about you for the following purposes:*

- To provide you with our services, and to develop and improve the services;
- To deliver services and support to you;
- To ensure that the information we hold about you is kept up-to-date;
- To protect, manage and administer your contract;
- To deal with any problems or complaints that arise in relation to your contract;
- For assessment and analysis purposes to help improve the operation of our service;
- To prevent, detect and prosecute fraud and other crime.

### **5. Will your personal information be shared?**

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime, for legal proceedings, or where you have requested us to share information, such as childcare vouchers, pensions, mortgage applications etc.

Some examples of who we share information with include:-

HMRC (Her Majesty's Revenue & Customs)

DBS (Disclosure & Barring Service)

Pensions schemes

If you would like confirmation of who we do share information with please contact us.

#### **6. How do we keep your personal information secure?**

*The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.*

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted';
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong;
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches);

#### **7. How long will we keep your personal information?**

*The type of service will determine how long we have to keep it. Our Corporate & Service retention guidelines [\[insert hyperlinks\]](#) show how long we keep it for different purposes. This ranges from months for some records to decades for more sensitive records.*

For example

- applications for recruitment will be kept for 1 year,
- your personnel record will be maintained for 6 years after you leave employment, unless you have worked with Children in which case it will be 25 years.

#### **8. Is your personal information processed outside the European Economic Community (EEC)?**

We do not process your personal information outside the EEC.

#### **9. Marketing (if applicable)**

At no time will your information be passed to organisations external to us, or our partners for marketing or sales purposes, or for any other commercial use without your prior express consent.

#### **10. What are your Information Rights?**

*Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:*

- *Have any inaccuracies corrected;*

- *Have your personal data erased;*
- *Place a restriction on our processing of your data;*
- *Object to processing; and*
- *Request your data to be ported (data portability).*

*To learn more about these rights please see the ICO website.*

***If you wish to exercise your information rights, please contact the Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or alternatively write to DPO, Room 143-148, Floor 4, County Hall, Durham County Council, DH1 5UF***

*You also have the right to request a copy of the personal information that the council holds about you. To do this, please use this link [insert link to SAR link]*

*If something goes wrong with your personal information, or you have questions about how we use it, please contact the Data Protection Officer at [dpo@durham.gov.uk](mailto:dpo@durham.gov.uk) or alternatively write to DPO, Room 143-148, Floor 4, County Hall, Durham County Council, DH1 5UF*

*If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)*

*Information Commissioner's Office  
Wycliffe House,  
Water Lane  
Wilmslow, Cheshire SK9 5AF*

***Telephone:*** 0303 123 1113 (local rate) or 01625 545 745  
***Fax:*** 01625 524 510